

**For Office Use Only**

Application No.  
Accept / Reject (delete as appropriate)  
Application Fee Paid By  
Handled By

## Application Form 2020 & 2021

Please complete the form in **ENGLISH** and print in **BLOCK LETTERS** with black ball pen.

### SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. (Please “✓” **ONE** only)

**Top-up Degree Programmes**

**Offering Site**

<input type="checkbox"/> BA (Hons) Business Administration, Part-time (Registration No.: 251732)	PEAK
<input type="checkbox"/> BA (Hons) Graphic Design, Full-time (Registration No.: 252951)	DILWL
<input type="checkbox"/> BA (Hons) Illustration and Graphics, Full-time (Registration No.: 252952)	DILWL
<input type="checkbox"/> BA (Hons) International Marketing, Full-time (Registration No.: 252719)	IVE (Sha Tin)
<input type="checkbox"/> BA (Hons) Media, Full-time (Registration No.: 252720)	DILWL
<input type="checkbox"/> BSc (Hons) Computing, Full-time (Registration No.: 252436)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Computing, Part-time (Registration No.: 252436)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Construction Management, Part-time (Registration No.: 252032)	PEAK
<input type="checkbox"/> BSc (Hons) Human Biosciences, Full-time (Registration No.: 252701)	IVE (Chai Wan)
<input type="checkbox"/> BSc (Hons) Human Biosciences, Part-time (Registration No.: 252701)	IVE (Sha Tin)
<input type="checkbox"/> BSc (Hons) Multimedia Computing, Full-time (Registration No.: 252437)	PEAK
<input type="checkbox"/> BSc (Hons) Multimedia Computing, Part-time (Registration No.: 252437)	PEAK

### SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* <i>delete if inappropriate</i>	IVE / SBI / HKDI Student No. (if any)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Name in English</b> (As shown on your HK Identity Card / Passport)	
Surname	First / Other Names
<b>Name in Chinese</b> _____	Day (DD) / Month (MM) / Year (YY)
Chinese Character Codes _____	Date of Birth _____
Type of Identification Document <input type="checkbox"/> HKID Card No. _____ ( ) / <input type="checkbox"/> Passport No. _____	
Correspondence Address (in English)	
_____	
_____	
<b>Contact Detail</b>	
Mobile Phone No. _____	Residential Tel. No. _____
Email Address _____	Fax No. _____
Do you require a student visa / entry permit to study in Hong Kong? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability that requires special assistance, please provide a brief description of your disability below. The information will help us to better understand your requirements of special facilities and make effort to accommodate your needs.

\_\_\_\_\_

\_\_\_\_\_

## SECTION 4 – EDUCATION

(Please give the name of schools, colleges, universities or training organisations attended including full-time or part-time courses, apprenticeship, etc. and attach certified copies of relevant academic documents.)

Years Attended (month / year)		School / College / Institution Attended / Attending	Programme Title	Mode of Study (e.g.: Full-time / Part-time on Campus, Distance Learning, etc.)	Qualification Obtained	Date of Award
From	To					

## SECTION 5 – WORK EXPERIENCE

(Please state your work experience in chronological order and attach copies of documentary proof for work experience if applicable.)

Date (month / year)		Organisation	Position	Full-time or Part-time
From	To			

## SECTION 6 – PROFICIENCY IN ENGLISH LANGUAGE AND MATHEMATICS

Please tick "✓" the appropriate boxes to indicate the level of proficiency in English and Mathematics you have attained. Please delete\* where appropriate.

### English Language

- HKCEE English Language      **Syllabus A / B\***      **Grade / Level\*:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- HKDSE English Language      **Level:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- Others      (Please specify: \_\_\_\_\_)

### Mathematics

- HKCEE Mathematics      **Grade / Level\*:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- HKDSE Mathematics      **Level:** \_\_\_\_\_      **Year Obtained:** \_\_\_\_\_
- Others      (Please specify: \_\_\_\_\_)

*Copy of relevant award certificate / result statement / test report must be submitted with this application form.*

## SECTION 7 – PERSONAL STATEMENT *(Your reasons for choosing the programme, relevant experience, and career plans)*

## SECTION 8 – ENQUIRIES

All enquiries should be directed to:

### **Offering Campus: The Institute of Professional Education And Knowledge (PEAK)**

9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong  
Tel.: 2836-1853 (Ms. Christine Wan) or Fax: 2572-7130 for BA (Hons) Business Administration  
Tel.: 2836-1891 (Mr. Charles Lee) or Fax: 2891-5707 for BSc (Hons) Construction Management  
Tel.: 2836-1898 (Mr. Cliff Chu) or Fax: 2891-5707 for BSc (Hons) Multimedia Computing

### **Offering Campus: IVE (Chai Wan)**

SHAPE (Chai Wan) Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong  
Tel.: 2595-8357      Fax: 2976-5702

### **Offering Campus: IVE (Sha Tin)**

SHAPE (Sha Tin) Office, Room 205, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong  
Tel.: 2256-7873      Fax: 2696-2049

### **Offering Campus: DILWL**

SHAPE (DILWL) - HKDI Office, LW004, G/F, IVE (Lee Wai Lee) Building, 3 King Ling Road, Tseung Kwan O, New Territories, Hong Kong  
Tel.: 3928-2484 / 3928-2485

## SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

- Application form with full sets of photocopies of certified credentials including transcripts and certificates of awards should be submitted by mail or in person to **SHAPE OFFICE OF YOUR PROGRAMME CHOICE**. Please check Section 1 and Section 8 for the address. You may also return the application form to a drop box located at IVE and HKDI campuses.
- We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.

## SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

- Total programme fee for **BA (Hons) Business Administration** is **HK\$70,900** for July 2020 intake and **HK\$72,500** for January 2021 intake. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$67,400** for July 2020 intake and **HK\$69,000** for January 2021 intake. The tuition fee is payable by 4 instalments and will be collected within 1 month before the commencement of the semester.
- Total programme fee for **BA (Hons) International Marketing** is **HK\$72,500**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$69,000**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
- Total programme fee for **BSc (Hons) Human Biosciences** is **HK\$84,500**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$81,000**. The tuition fee is payable by 2 instalments for full-time programme and 4 instalments for part-time programme. Each instalment will be collected within 1 month before the commencement of the semester.
- Total programme fee for **BSc (Hons) Computing** is **HK\$71,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$68,200**. The tuition fee is payable by 2 instalments for full-time programme and 3 instalments for part-time programme. Each instalment will be collected within 1 month before the commencement of the semester.
- Total programme fee for **BSc (Hons) Multimedia Computing** is **HK\$70,100** for May 2020 intake and **HK\$71,700** for September 2020 intake. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$66,600** for May 2020 intake; and a registration fee of **HK\$3,500** and a tuition fee of **HK\$68,200** for September 2020 intake. The tuition fee is payable by 4 instalments in May 2020 intake; 2 instalments for full-time programme and 3 instalments for part-time programme in September 2020 intake. Each instalment will be collected within 1 month before the commencement of the semester.
- Total programme fee for **BA (Hons) Graphic Design, BA (Hons) Illustration and Graphics and BA (Hons) Media** is **HK\$93,700**. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$90,200**. The tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.
- Total programme fee for **BSc (Hons) Construction Management** is **HK\$65,700** for February and June 2020 intakes. This consists of a registration fee of **HK\$3,500** and a tuition fee of **HK\$62,200**. The tuition fee is payable by 4 instalments and will be collected within 1 month before the commencement of the semester.
- If you accept the offer, you should pay the registration fee and the 1<sup>st</sup> instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.
- All fees paid will be refunded if the programme is withdrawn or not offered.
- On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

## SECTION 11 – APPLICATION FEE PAYMENT

Apply before application deadline to enjoy application fee waiver. For terms and conditions, please refer to the programme booklet or visit [www.shape.edu.hk](http://www.shape.edu.hk).

The application fee is **HK\$200** and is **NON-REFUNDABLE**.

Please indicate your payment method with a tick “✓” and **glue the original payment receipt in the box provided**.

**Applicable to programmes offering at PEAK only:**

- Cash (Please do not send cash to PEAK via mail. Cash payment must be made in person to PEAK Office, the address of which is given in Section 8.)
- Cheque (payable to “Vocational Training Council”) Cheque No.: \_\_\_\_\_
- Credit Card

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Amount: \_\_\_\_\_

(mm / yy)



**Applicable to all programmes:**

Cardholder's Name \_\_\_\_\_

Authorised Signature \_\_\_\_\_

If the application fee is paid by **ATM (Automatic Teller Machine) Transfer Services**, please follow the instructions below in making payment:

**HSBC & Hang Seng Bank ATM**

- ✓ Select “Bill Payment Service”
- ✓ Select “Education – Others”
- ✓ Select “Vocational Training Council”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

**JETCO ATM**

- ✓ Select “JET Payment”
- ✓ Enter Merchant Code: “9151”
- ✓ Enter Type: “01”
- ✓ Enter Payment Number: please see payment number below
- ✓ Enter Amount: **HK\$200**

**Payment Number for ATM Transfer Services:**

Campus of Your Programme Choice: **PEAK**

**0700012**

Campus of Your Programme Choice: **IVE (Sha Tin)**

**0700004**

Campus of Your Programme Choice: **IVE (Chai Wan)**

**0700001**

Campus of Your Programme Choice: **DILWL**

**0700011**

If the application fee is paid at **7-Eleven**, the QR code for payment at 7-Eleven is shown below.

Campus of Your Programme Choice:

**PEAK**



3050107700005600045

**IVE (Sha Tin)**



3050107735001900096

**IVE (Chai Wan)**



3050107700001900048

**DILWL**



3050107700004400054

Please glue the original receipt here.

\*\*\*Application form without attaching the original payment receipt WILL NOT be processed.\*\*\*

\*\*\*Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.\*\*\*

## SECTION 12 – SOURCE OF KNOWING SHAPE PROGRAMMES

From which of the following sources have you heard about SHAPE programmes? Please indicate your source(s) with a “✓” in the appropriate boxes (You may select more than one.):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> SHAPE Website               | <input type="checkbox"/> VTC Lecturers                  | <input type="checkbox"/> Yahoo / Google Keyword Search       |
| <input type="checkbox"/> SHAPE Prospectus / Leaflets | <input type="checkbox"/> Information Panels             | <input type="checkbox"/> Newspaper / Magazine (Title: _____) |
| <input type="checkbox"/> Consultation Day            | <input type="checkbox"/> Education Fair                 | <input type="checkbox"/> Website / Mobile app advertisement  |
| <input type="checkbox"/> Classmates / Friends        | <input type="checkbox"/> Others (Please specify: _____) |  |

Do you wish to receive information in relation to any programmes, admission and events of the School for Higher and Professional Education, member institutions of the Vocational Training Council and the Coventry University?  YES  NO

## SECTION 13 – DECLARATION *(Application form without signature will not be processed)*

- I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the Coventry University.
- I authorise the School for Higher and Professional Education and the Coventry University to obtain, and the Vocational Training Council (VTC) to release, information about my student record in the member institutions of the VTC for the purpose of processing this application.
- I authorise the School for Higher and Professional Education and the Coventry University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the VTC.
- I authorise the School for Higher and Professional Education and the Coventry University to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
- I understand that, upon my registration in a programme in the School for Higher and Professional Education and the Coventry University, the data contained in the application form will become part of my student record and may be used for all purposes relating to admission, registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing, including direct marketing. The School for Higher and Professional Education may disclose and / or transfer my student data to VTC, including its member institutions and institutes, and any other third parties such as government departments, organisations, institutions, agencies, service providers in relation to the above purposes.
- I understand that the School for Higher and Professional Education and the Coventry University may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2020 and 2021 admissions exercise. Nevertheless, if I have indicated in **Section 12** that I wish to receive information from the School for Higher and Professional Education and the Coventry University, my application data will be retained.
- I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room 008, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.
- I fully understand the Intellectual Property Policy (the Policy) indicated at [www.shape.edu.hk](http://www.shape.edu.hk) (Admission → Points to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.
- I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant's Signature:

Date:

## CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

- Completed the form in full.
- Signed and dated the form.
- Enclosed copies of relevant academic documents and transcripts.
- Enclosed copies of documentary proof for work experience (for holders of Professional Diploma only).
- Enclosed the original receipt of application fee payment.
- A waiver of application fee may be granted to eligible applicants. For details, please visit [www.shape.edu.hk](http://www.shape.edu.hk).